

CHAPTER 36: MUNICIPAL MATRIMONY BUREAU – (Ordinance 56-2009)

SECTION

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36.01 ESTABLISHMENT AND AUTHORIZATION

The Municipal Matrimony Bureau (hereinafter “Bureau”) is hereby authorized and empowered:

- (1) To charge on behalf of the City such service charges as hereinafter may be identified and authorized for the performance of marriage solemnizations to be paid by the parties desiring the solemnization services; and
- (2) To execute forms as may be proper to efficiently administer the actions of the Bureau.

36.02 SOLEMNIZATION SERVICES

The Bureau is hereby instructed and directed to provide the following services:

- (1) To develop, compile, and maintain records of the services offered, charges developed, and such other information as may be desirable and to transmit a report of the activities of the Bureau on a monthly basis to the City of Richmond Controller.
- (2) Performance of the solemnization of marriages by the City Clerk authorized pursuant to Indiana Code 31-11-6 et seq., by appointment at the premises of the Municipal Building during regular business hours.
- (3) Performance of the solemnization of marriages by the City Clerk authorized pursuant to Indiana Code 31-11-6 et seq., with no appointment (“walk in”) at the premises of the Municipal Building during regular business hours, at the discretion of the City Clerk.
- (4) Preparation of the license and forms by the City Clerk and the posting by United States Postal Service completed certificates for delivery to the proper circuit court clerk as the issuing authority.

36.03 SCHEDULE OF FEES

The following schedule of fees and charges is authorized as follows:

- (1) Residents of the City of Richmond – Scheduled Ceremony
Fee \$25.00
- (2) Residents of the City of Richmond – Unscheduled Ceremony
Fee \$35.00
- (3) Non-City of Richmond Residents – Scheduled Ceremony
Fee \$35.00
- (4) Non-City of Richmond Residents – Unscheduled Ceremony
Fee \$45.00

If an individual is a resident of the City of Richmond and the spouse-to-be is not a resident of the City of Richmond, the couple shall be charged the appropriate resident rate.

36.04 AMOUNTS COLLECTED

- (a) All charges and amounts collected pursuant to this Chapter shall:
 - (1) Be collected in the City Controller's office and a receipt shall be provided;
 - (2) Be deposited and credited to the general fund of the City of Richmond upon its receipt;
 - (3) Not belong to or be the property of any public official, including the City Clerk or a deputy, employee, or appointee serving under the same, but shall belong to and be the property of the municipality;
 - (4) Be construed as charged by the Bureau and collected by the City Controller on behalf of the City of Richmond, not for the benefit of any public officer or any individual.
- (b) Any public official, including the City Clerk or a deputy, employee, or appointee serving under the same, is hereby prohibited from personally receiving and shall not charge or collect any fee or amount for services performed under this Chapter that is not authorized or not deposited with the City of Richmond, according to its terms. Fees or amounts charged under this

chapter shall be collected by the City Controller's office on behalf of the City of Richmond.

36.05 EFFECTIVE DATE

This Ordinance shall be effective thirty (30) days after its passage and adoption.

36.98 UNCONSTITUTIONALITY CLAUSE

Should any section, paragraph, sentence, clause or phrase of this Chapter be properly declared unconstitutional or invalid for any reason, the remainder of said Chapter shall not be affected thereby.